



Application for a Licence

SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

LICENSING ENFORCEMENT DIVISION
303 Sevenoaks Street Cannington, Western Australia 6107
Post: Locked Bag 9 East Perth WA 6892
Email: securitylicensing@police.wa.gov.au
Telephone: 1300 171 011

Instructions to all applicants - follow all of these steps to complete your application

You must carefully complete all sections and attach all required documents

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

If you have any queries regarding the completion of this application, contact Licensing Services on 1300 171 011

Section 1. Personal Details

- Record your full name, residential address, postal address, date and place of birth and all telephone numbers and email addresses
- Complete details of your physical description
- Enter the year and state you arrived in Australia
- Enter your Motor Driver Licence number

Section 2. Licence Category

- Select which category of licence you wish to obtain and tick the corresponding box
- Select the term of licence required

Section 3. Personal History

Disciplinary Action

Record the details of any Security Industry licences previously refused, suspended, disqualified and revoked. Detail the state, reason for the decision and date the disciplinary action occurred.

Conviction History

Record any details of any findings of guilt and penalty imposed by a court, whether within Australia or overseas

This encompasses Criminal or Children's Court convictions (include Spent Convictions or where a non conviction was recorded)

Previous Names

Provide details of any other names that you have been known by

Employment History

Provide details of your employment history for the past five (5) years

Section 4. Signing the Declaration

Do not sign this without a Member of the Western Australia Police Force present to witness your signature

PENALTIES APPLY FOR OMISSIONS, FALSE OR MISLEADING INFORMATION

Application Checklist

- | | |
|--|--|
| <input type="checkbox"/> Correct licence types nominated | <input type="checkbox"/> All relevant documentation provided |
| <input type="checkbox"/> All application details completed including Code of Conduct | <input type="checkbox"/> Full application fees payable |
| <input type="checkbox"/> Full particulars of personal history, including criminal record | <input type="checkbox"/> 4 Passport size photos |

Qualification Requirements for Different Licence Types

Crowd Controller/ Security Officer/ Investigator/ Security Bodyguard

Applicants for these licence types must have completed an approved training course prior to lodging the application.

Security Installer

- Class 1: Install, maintain or repair safes, vaults and locks of a kind prescribed in Regulation 6. Must be a trade qualified Locksmith to obtain this licence
- Class 2: Install, maintain or repair security alarms, CCTV for security purposes, equipment and devices prescribed in Regulation 8. A course in Technical Security must be completed prior to lodging the application
- Class 3: Install, maintain or repair security doors as prescribed in Regulation 7. A pre-licence test based on AS5040 must be completed with a minimum of 80% to pass the test
- Class 4: Install locks of a kind prescribed in Regulation 6. No pre-licence test or trade certificate is required

Security Consultant

- Class 1: Consult in safes, vaults and locks of a kind prescribed in Regulation 6. No pre-licence test or trade certificate is required
- Class 2: Consult in security alarms, CCTV for security purposes, equipment and devices prescribed in Regulation A course in Technical Security must be completed prior to lodging the application
- Class 3: Consult in security doors as prescribed in Regulation 7. A pre-licence test based on AS5040 must be completed with a minimum of 80% to pass the test
- Class 4: Consult in matters relating to watching, guarding and protecting of property. Must have completed Certificate IV in Security Risk Analysis prior to lodging an application



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Documents to Support Application

If you apply for a licence under the Security and Related Activities (Control) Act 1996, you must provide the correct supporting documentation as listed below.

In all cases, the documents presented must be:

- Original documents and have a copy attached
- In English or have an official translation attached

If you have any enquiries regarding applying for a licence, contact Licensing Services Security on 1300 171 011

Documents Required for a Licence Application

PROOF OF AGE AND IDENTITY

Applicants must provide evidence of age and identity to accompany this application. It is to consist of the original and a certified copy of either:

Two (2) documents referred to in the Category 1 list; or

One (1) document referred to in the Category 1 list and two (2) documents referred to in the Category 2 list

CATEGORY 1:

- Current motor driver's licence bearing the name, date of birth and photograph of the applicant that has been issued under a law of the Commonwealth or a State or Territory
- Current passport or a passport that has not been expired for more than two (2) years, bearing the name, date of birth and photograph of the applicant
- Proof of age card bearing the name, date of birth and photograph of the applicant
- Identification card (other than a proof of age card) bearing the name, date of birth and a photograph of the applicant that has been issued by an agency of the Commonwealth or a State or Territory to provide evidence of the person's identity
- Birth certificate bearing the name and date of birth of the applicant issued under a law of the Commonwealth or a State or Territory
- Diplomatic document bearing the name, date of birth and photograph of the applicant that has been issued by a government agency to provide evidence of a person's legal entitlement to enter Australia

CATEGORY 2:

- Current licence (other than a motor driver's licence) or current permit bearing the name and date of birth of the applicant that has been issued under a law of the Commonwealth or a State or Territory
- Current identity card or licence bearing the name and date of birth of the applicant that has been issued by a government agency outside Australia
- Identification card bearing the name of the applicant that has been issued by an agency of the Commonwealth or a State or Territory to provide evidence of the person's entitlement to a health benefit or pensioner concession
- Identification card bearing the name of the applicant that has been issued within the last five (5) years by an Australian educational institution

NOTE: If insufficient proof of age and identity is received, your application will not be accepted.

PERSONAL REFERENCES/TESTIMONIALS

Two (2) personal references are required. These references need to be about your character, not your work history.

- The referee needs to have known the applicant for a period of five (5) years or longer prior to making this application
- Contain the full name of the referee
- Contain the address and contact details of the referee
- Nature of relationship (referee to applicant)
- Where and when the relationship was
- How long the referee has known the applicant
- Must refer to the applicant's honest, integrity, character, etc

You need to have known the person supplying the reference for a five year period or longer prior to the application date

NOTE: The referee cannot be related to you by birth or marriage (includes partner/ defacto)

PASSPORT PHOTOS

A set of four (4) passport size photographs are to be included with each application. Photographs provided by an applicant are to: Display the head and shoulders (full face), and be on a white or very light background.

No eye-altering contact lenses or shaded glasses are to be worn.



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Documents Required for a Licence Application *continued*

CRIMINAL RECORD

If you have not been a resident of Australia for the last 5 years OR you are an Australian resident who has spent more than 12 consecutive months outside Australia in the past 5 years, you must supply relevant documents from the countries you have resided in to prove you have no criminal record. If you are unsure of what this means, contact Licensing Services Security for further information.

Police Clearance Certificates (PCCs) issued at a village or town or issued by a District Superintendent are unacceptable as they do not cover the country on a national basis.

PROOF OF COURSE COMPLETION/QUALIFICATIONS

If you are applying for a non-agent licence, you may be required to have completed a particular training course with an approved Registered Training Organisation before lodging your application.

- Security Officer: Certificate II in Security Operations
- Security Officer Guarding with Dog: Certificate II in Security Operations with specified elective units
- Crowd Controller: Certificate II in Security Operations
- Armed Security Officer: Certificate III in Security Operations with specified elective units
- Security Bodyguard: Certificate III in Close Protection Operations with specified elective units
- Investigator: Certificate III in Investigative Services with specified elective units
- Batons endorsement: Control Person Using Baton Certificate

Details of approved courses can be obtained on Licensing Services website: www.police.wa.gov.au

If you have any questions relating to the documents required to support a licence or endorsement application, you should obtain a copy of: the Security and Related Activities (Control) Act 1996 and the Security and Related Activities (Control) Regulations 1997.

These can be obtained from the State Law Publisher at www.legislation.wa.gov.au

PLEASE MAKE SURE YOU HAVE READ AND FULLY UNDERSTOOD THESE INSTRUCTIONS

PLEASE COMPLETE THE FOLLOWING 3 PAGE APPLICATION FORM

**ONCE YOU HAVE READ AND UNDERSTOOD THESE INSTRUCTIONS
PLEASE COMPLETE THE FOLLOWING APPLICATION**

DISCLAIMER

Your **FINGERPRINTS** taken as a result of this application may be compared with or put in a Forensic database within the meaning of the Criminal Investigation (Identifying People) Act 2002

Complete applications are to be lodged at:

Licensing Services Security
303 Sevenoaks Street, CANNINGTON WA 6107

OR your nearest country police station
if outside a 50km radius of Perth GPO



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APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION IN CAPITAL LETTERS

Section 1. Personal Details

LICENCE HOLDER DETAILS

Family Name

All Given Names

Date of Birth
DD/MM/YYYY

Gender

Driver's
Licence

Country of Birth

Date arrived
in Australia

State of
Arrival

Eye Colour

Hair
Colour

Height

Complexion

CONTACT ADDRESS - Postal

Unit / Street Number

Street
Name

Street
Type

Suburb

State

Postcode

CONTACT ADDRESS - Residential

Tick if Postal Address is the same as Residential Address

Unit / Street Number

Street
Name

Street
Type

Suburb

State

Postcode

CONTACT DETAILS

Mobile Phone

Other
Phone

Email

Section 2. Licence Category

Term of Licence

1 year

3 years

Security Installer (tick class)

Security Consultant (tick class)

Security Agent

Crowd Control Agent

Locksmith

Locksmith

Security Officer

Crowd Controller

Alarms/CCTV

Alarms/CCTV

Security Monitoring Officer

Inquiry Agent

Doors

Doors

Security Bodyguard

Investigator

Locks only

Security Risk Management

Section 3. Personal History

Have you ever been refused any Security Industry licence, or had such licences suspended, disqualified or revoked?

No

Yes - Provide details below

Type of Licence

Date

Location

Reason



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Section 3. Personal History *continued*

Have you ever been found guilty of an offence by a court?

(Include all criminal, children's court, spent convictions, or findings of guilt where a non-conviction was recorded)

No Yes - Provide details below

Conviction	State	Country	Year of Outcome
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Have you been known by any other name?

No Yes - Provide details below

Surname	First Name	Reason for former name
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Employment History

(last 5 years, include any education and periods of unemployment)

Employer/Establishment	Location	Position/Role	Years
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Section 4. Declaration

I certify that the information contained in this application has been provided by myself and is true and correct in every particular and that I completed this application in my own handwriting. I am aware that it is an offence under Section 51 of the Security and Related Activities (Control) Act, 1996 to provide false or misleading information.

Applicant's Full Name

Applicant's
Signature

Date

Witness Full Name

Witness
Signature

Date